PAYMENT SERVICES USER MANUAL

ENTERING FISCAL CODES AND DISTRIBUTING COSTS

INTRODUCTION

After an invoice has been authorized, it is ready for fiscal coding and cost distribution. The **Distribute** screen allows you to enter the fiscal codes for the invoice and, if needed, to distribute the invoice across Indexes, PCAs, Encumbrances, and related Funds, etc.

Distribution amounts and fiscal codes can be entered by manually entering the amounts and fiscal codes. Entering the Transaction Code (TC) will automatically highlight fiscal codes required by the TC. Several Fiscal codes can be 'looked up' and when used will automatically populate other related fiscal codes.

You can also create and use a template with fiscal codes already entered and distributed by dollar amount or by percentages of the total invoice amount.

If you are importing a Purchase Order from the Purchasing applications, click here for instructions.

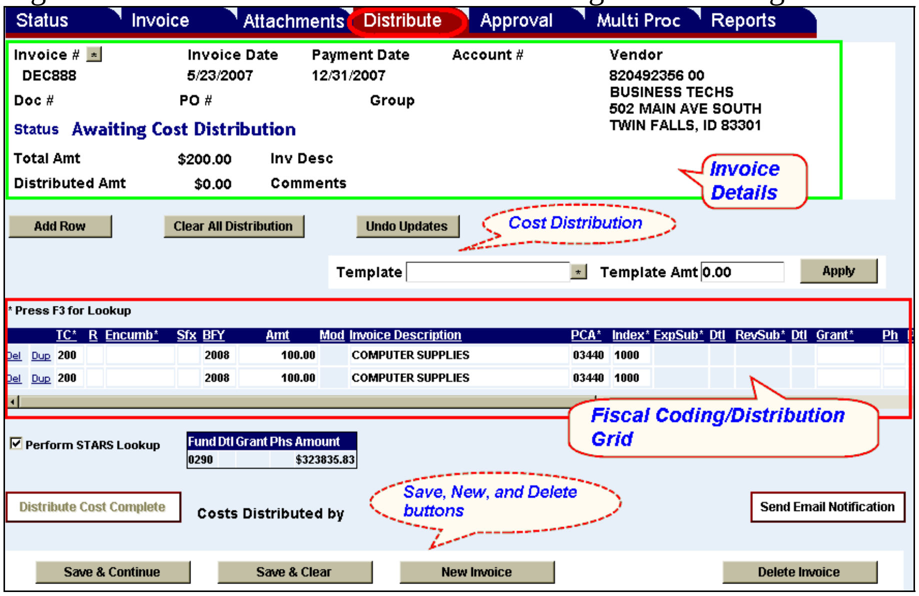
UNDERSTANDING THE DISTRIBUTE SCREEN

There are several sections of the **Distribute** screen:

- Invoice details that display the vendor information, payment date, amounts, etc. An Invoice Look Up is also part of this section. See the Invoice Look Up section below for more information.
- A fiscal coding/cost distribution "grid" in which you enter fiscal codes and add rows to distribute costs to different funding sources.
- Buttons to save, delete, or open a new invoice, and to complete the distribution.

To navigate through the distribution grid, place the mouse cursor in a data field and press TAB to move through the fields, or use your mouse to click in any field. Use the scroll bar beneath the grid to scroll more data fields on screen.

Figure 1 – Invoice details and the fiscal coding/distribution grid



TO ENTER FISCAL CODES

The invoice costs can be distributed and the fiscal codes entered on the **Distribute** screen. You can open the **Distribute** screen in different ways.

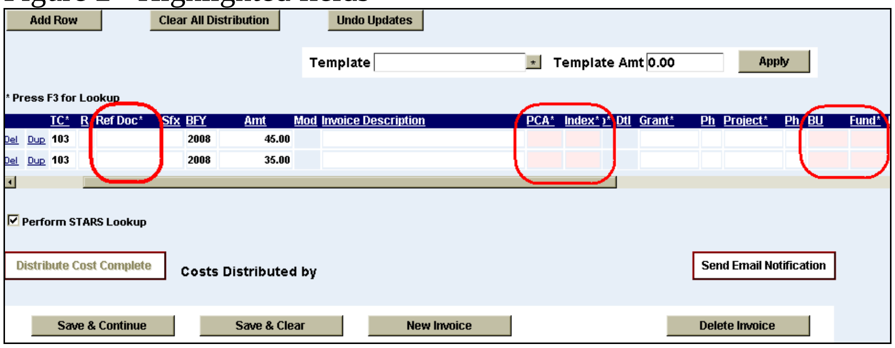
1. Depending on your agency's process, do one of the following to open the **Distribute** screen:
   a. After saving and authorizing the invoice on the **Invoice** screen, click the **Distribute** tab. (See the **Distribute** tab in the example above.)
   b. Open the **Invoice** screen, use the **Invoice Look Up** to find and open the invoice, and click the **Distribute** tab. (See the Invoice document for details.)
   c. Locate the invoice on the **Status** screen. The status of the invoice should read "Awaiting Cost Distribution" or "Cost Distribution in Progress". (You can search for invoices or sort the invoice list - see the Status screen documentation for details). Click **Edit**.
2. The **Distribute** screen opens with the invoice details and a distribution grid in which the fiscal codes are entered and costs are distributed.

   NOTE: Instead of entering fiscal codes/cost distribution manually, you can use a template that has been set up by your agency. See the Using a Template document. If you are importing a Purchase Order from the Purchasing applications, click here for instructions.

3. In the distribution grid, enter a transaction code in the **TC** field on the first row and press TAB or click into another field and the transaction code will be validated. (**TC** is a required field.) When the TC is validated, other fiscal code fields required by the TC will be highlighted in pink. If the TC requires an Encumbrance number, it must be entered in the **Ref Doc** field.

   NOTE: You can still save your work on the fiscal coding/cost distribution without having to enter anything in the required fields. However, these fields must be completed at the time the distribution is marked as complete (step 6).

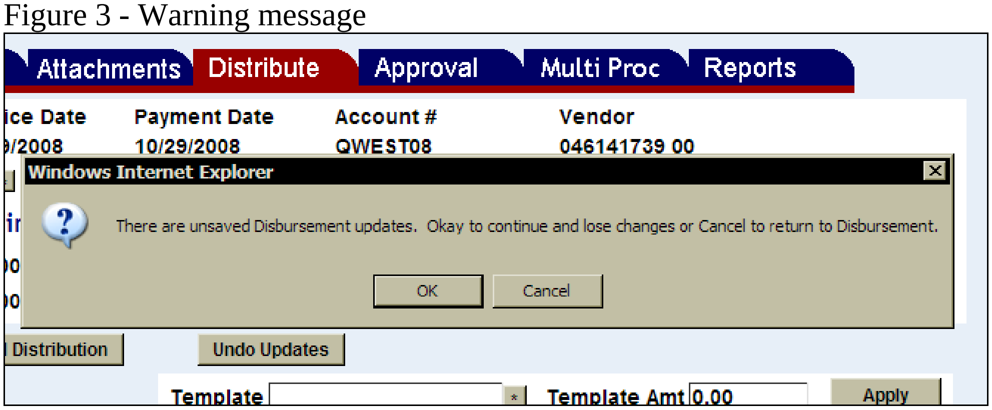
Figure 2 - Highlighted fields



4. Continue entering fiscal codes on the grid.

   NOTE: If you are entering several rows of distribution, click **Save & Continue** often. If you enter several rows, but do not save your work and the application displays a warning (e.g., you do not enter a Transaction Code and click on another tab) or if you log off, it is likely that none of your work will be saved. If you see a warning message that tells you there are unsaved disbursement updates, click **Cancel** and be sure any required fiscal codes (e.g., the Transaction Code) are entered.

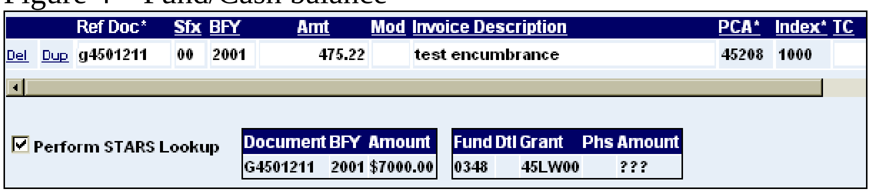
Figure 3 - Warning message



5. If needed, you can search for ('look up') certain fiscal codes. These fiscal codes, when used, will also automatically populate other related fiscal codes.
   a. To look up or search for a fiscal code, choose a field marked with an asterisk, place the cursor in the field, and press F3. See the Validation/Look Up section for an example.
   b. For fiscal code fields marked with an asterisk (except for the **TC** field as noted above), the application will validate the codes and will also automatically enter any other related fiscal codes. See the Validation/Look Up section below. Error messages will be displayed if a fiscal code is not valid.
   c. You can change the **Invoice Description** field and this will be the description that is printed on the remittance advice to the vendor. However this will not update the **Invoice Description** on the **Invoice** screen in Payment Services.
6. To create additional rows and continue with distributing the invoice costs, click **Add Row** or **Dup** – see the Distributing Costs section for more details.

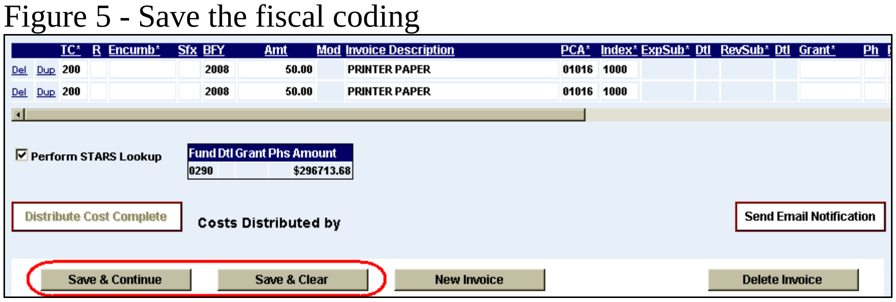
   NOTE: The balances of the Encumbrance funds for encumbered invoices or the Cash Control file for cash balances will be displayed below the distribution grid.

Figure 4 – Fund/Cash balance



7. Click **Save & Continue** or **Save & Clear**. NOTE: If you are entering several rows of distribution, click **Save & Continue** often. If you enter several rows, but do not save your work and the application displays a warning (e.g., you do not enter a Transaction Code and click on another tab) or if you log off, it is likely that none of your work will be saved.
   - **Save & Continue** saves the data you have entered and keeps it displayed on screen. To continue to another invoice to distribute costs for and you can use the invoice look up to find them (see below).
   - **Save & Clear** will save the data you have entered, close the **Distribute** screen, and then automatically open the **Invoice** screen. Use this if you are distributing cost for only one invoice and need to return to the **Invoice** screen.

Figure 5 - Save the fiscal coding



8. After the fiscal coding/cost distribution is saved, it must be marked as complete to be ready for approval on the **Approve** or **Multi Proc** screen. This can be done on several different screens depending on your agency's process:
    a. On the **Distribute** screen, click **Distribute Cost Complete**.
    b. On the **Approval** screen, click **Cost Disb. Complete**.
    c. On the **Multi Proc** screen, select the check box in the **Dist** column and click one of the **Save** buttons.

    Any data entry errors will generate an error message and will be highlighted on the distribution grid for you to correct. Once distribution is complete, fiscal coding cannot be changed unless unapproved by an approver.

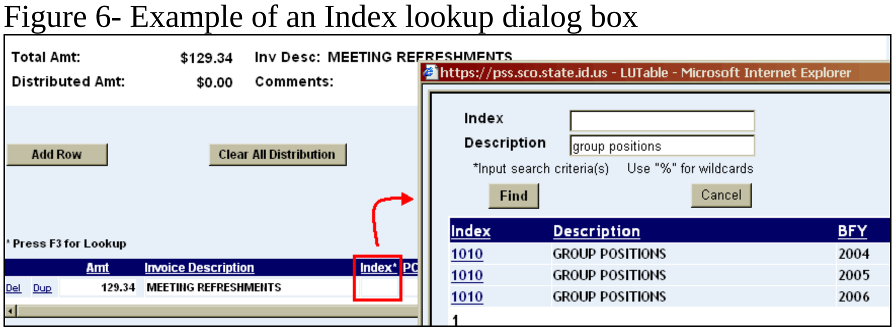
TO SEARCH FOR OR VALIDATE A FISCAL CODE

Any fiscal code field marked with an asterisk can perform validations or lookups. (**NOTE**: Currently the SCO Web applications will not look up a vendor type "E" or "I" for security purposes. If you know the Vendor #, enter it into the **Vendor #** field and the application should accept it.)

To search for a fiscal code:

1. Place the cursor in the field and press F3.
2. In the look up dialog box, enter any combination of search criteria (Name, Description, Type, PCA or Index, or whatever is applicable to the fiscal code). You can enter just the first few numbers or letters or use the wildcard (%).
3. Click **Find**. Click the fiscal code you want to use. The code will be entered on the distribution grid and any related fiscal codes will also be entered automatically.

Figure 6- Example of an Index lookup dialog box



You can sort the list of fiscal codes that are found by clicking the column headers. In the example above, you could click **Description** to sort the descriptions alphabetically or **Index** to sort the index numbers numerically.

To validate a fiscal code:

1. Enter a value into a field marked with an asterisk on the distribution grid. (See the Index look up example below.)
2. Press TAB to move to the next field or click into another field.

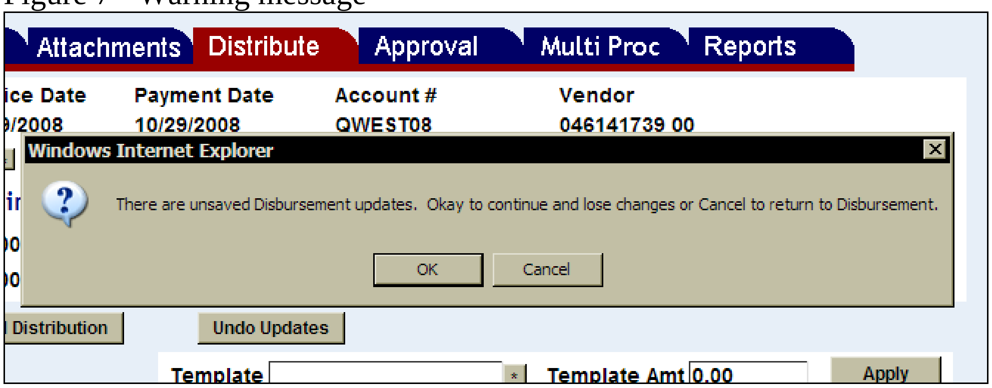
3. If the fiscal code is valid, other fiscal codes related to the validated code will be automatically filled in. (To validate **Grant** or **Project**, you must include the **Grant Phase** or **Project Phase** as well.)
4. Click **Distribute Cost Complete** and a final validation will be performed to make sure all required codes have been entered.
5. Error messages will be displayed if a fiscal code is not valid.

TO DISTRIBUTE COSTS

Distributing costs by adding additional rows and entering different individual amounts and fiscal codes on each row. The first time an invoice is opened on the **Distribute** screen, the total amount is displayed on one row of the distribution grid. If you are importing a Purchase Order from the Purchasing applications, click here for instructions.

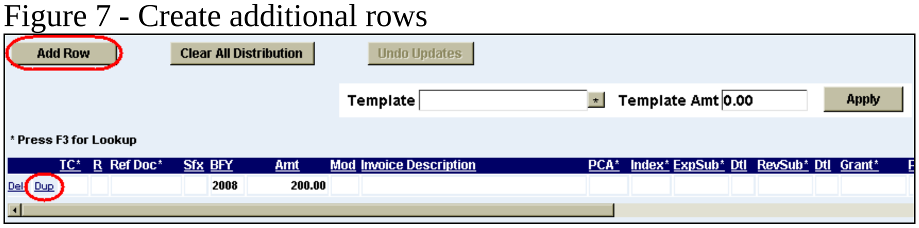
NOTE: If you are entering several rows of distribution, click **Save & Continue** often. If you enter several rows, but do not save your work and the application displays a warning (e.g., you do not enter a Transaction Code and click on another tab) or if you log off, it is likely that none of your work will be saved. If you see a warning message that tells you there are unsaved disbursement updates, click **Cancel** and be sure any required fiscal codes (e.g., the Transaction Code) are entered.

Figure 7 - Warning message



1. The best practice is to first change the amount (**Amt**) in the first row and enter the transaction code (**TC**) and whatever fiscal coding you need. Then when creating additional rows the application will calculate the remaining balance in the **Amt** field on the row that you create.
2. Create additional rows by clicking **Add Row** or by clicking **Dup** next to the first row (and any subsequent row).

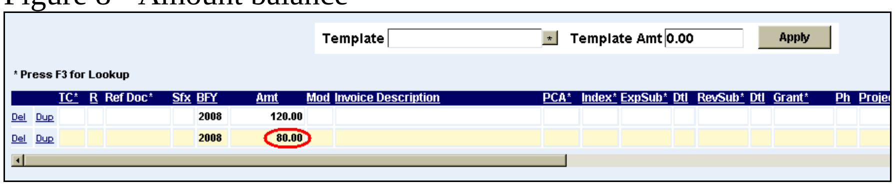
Figure 7 - Create additional rows



- Click **Add Row** *after* changing the amount on the first line and another row will be created with the *remaining balance* of the invoice in the **Amt** field and the **Invoice Description** field populated from the first row.
- Click **Add Row** *without* changing the amount or fiscal codes in the first row and another row will be created with an amount (**Amt**) of 0.00 and the **Invoice Description** field populated from the first row.
- Click **Dup** *after* changing the amount on the first line and adding fiscal codes, and a duplicate of the row, including the fiscal codes, will be created and with the *remaining balance* of the invoice in the **Amt** field.
- Click **Dup** *without* changing the amount a duplicate of the row, including any fiscal codes, will be created with an amount (**Amt**) of 0.00.

If you don't change the amount first, you have to calculate and enter the first and second amounts. However, any subsequent rows created will have the remaining balance calculated.

Figure 8 - Amount balance



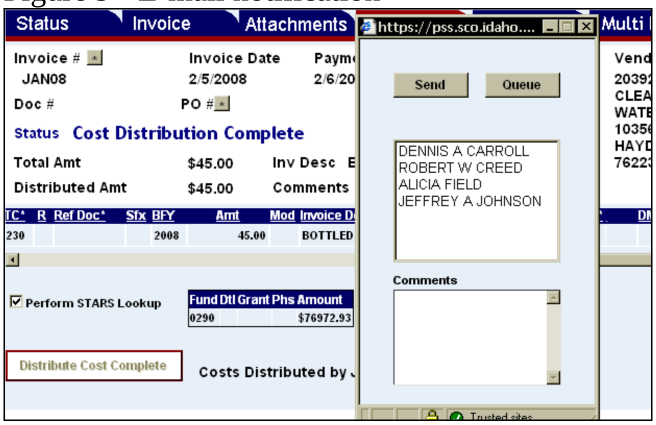
3. Complete the fiscal coding in the distribution grid as described above in the Entering Fiscal Codes section.
4. When finished, save your work by clicking **Save & Continue** or **Save & Clear**.
   - **Save & Continue** saves the data you have entered and keeps it displayed on screen. Use this if there are several invoices to distribute costs for and you can use the invoice look up to find them (see below).
   - **Save & Clear** will save the data you have entered, close the **Distribute** screen, and then open the **Invoice** screen. Use this if you are distributing cost for only one invoice and need to return to the **Invoice** screen.
5. After the distribution is saved it must be marked as complete to be ready for approval on the **Approve** or **Multi Proc** screen. This can be done on different Payment Services screens depending on your agency's process:
   - Click **Distribute Cost Complete** on the **Distribute** screen.
   - Click **Cost Disb. Complete** on the **Approval** screen and save.
   - Select the check box in the **Dist** column of the **Multi Proc** screen and save.

   NOTE: Once distribution is complete, it cannot be changed unless unapproved by an approver. You can save your work on the **Distribute** screen if you need to log off the application and come back to it later. To do this, click either of the "Save" buttons, but if you click **Save & Continue,** do not click **Cost Distribution Complete**.

E-MAIL NOTIFICATIONS

If e-mail functionality is enabled by your administrator, an e-mail dialog box will appear when the cost distribution is completed.

Figure 9 - E-mail notification



TO SEND AN E-MAIL NOTIFICATION

1. Highlight the recipient's name. Hold down CTRL and click the left mouse button to highlight multiple names.
2. Type a comment if desired.
3. Click **Send** or **Queue**.
   - **Send** will send the e-mail immediately.
   - **Queue** will save e-mail messages in a queue. See below.
4. After sending or queuing, a verification message will appear. Click **OK** and then click **X** in the corner of the e-mail dialog box to close.

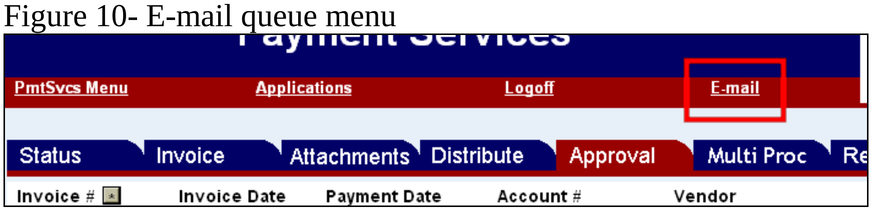
TO SEND E-MAIL NOTIFICATIONS FROM THE QUEUE

When queued, *multiple* e-mail messages are saved for the same recipients, but when sent from the queue, only *one* e-mail notification will be sent to each recipient. If you do not open the queue to send the queued e-mails, the application will send them automatically at the end of the day.

To send e-mails that are in the queue right away, do the following:

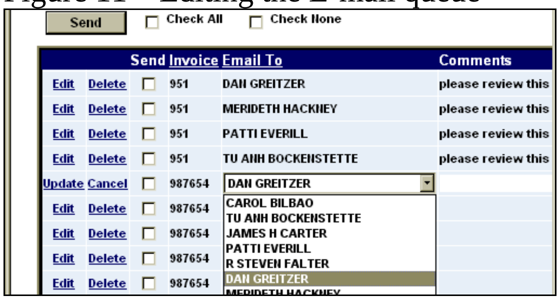
1. Click **E-mail** on the top menu bar.

Figure 10- E-mail queue menu



2. In the e-mail queue dialogue box, all recipients are selected. Uncheck the check box in the **Send** column next to a person's name if you do not want to send them an email. However, any unsent e-mails in the queue will be sent automatically at the end of business day.
3. Click **Edit** next to an invoice/name to change the recipient of that invoice message. Note: This will clear all of the check marks for all recipients.
4. Select a different recipient's name from the **Email To** menu.

Figure 11 – Editing the E-mail queue



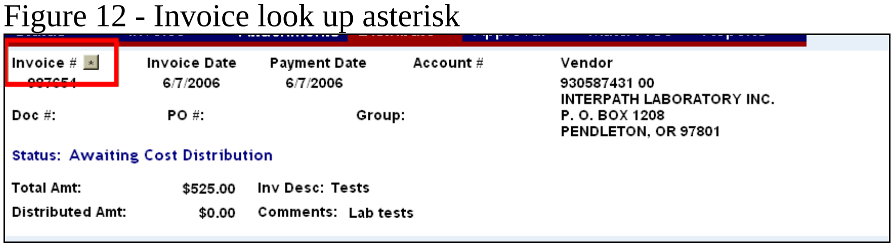
5. Type a **Comment** if desired.
6. Click **Update** to save the change. (Click **Cancel** to cancel the change.)
7. To prevent a recipient from receiving an e-mail, click **Delete** next to the invoice(s) invoice and recipient.
8. Select **Check All** if necessary. (You could select **Check All** and uncheck individual boxes in the **Send** column to not send e-mails for certain invoices and recipients.)
9. Click **Send** to send all selected e-mails from the queue.

TO SEARCH FOR AN INVOICE USING THE INVOICE LOOK UP

After you have finished distributing the cost for an invoice, you can open another invoice without having to go back to the **Status** screen (if you used **Save & Continue** to save the fiscal coding/distribution).

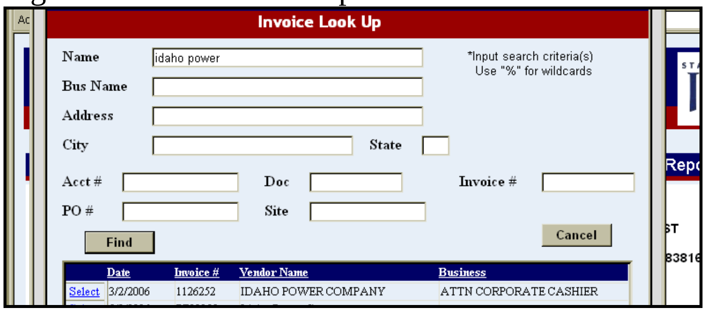
1. Click **Save & Continue** on the first invoice before opening the next one.
2. Click the asterisk next to **Invoice #** in the details section of the **Distribute** screen.

Figure 12 - Invoice look up asterisk



3. In the **Invoice Look Up** dialog box, enter any combination of search criteria (vendor name, city, account number, etc.), even partial words or names.
4. Click **Find**.

Figure 13 - Invoice look up



5. Click the **Select** for the invoice you want.
6. The **Distribute** screen will open with the invoice details and distribution grid.